

## eTRAKit Northgate Parking Garage Contract Instructions

**Please call 979-764-3778 at any time if you have questions.**

***If you've set-up an automatic payment through PayPal, we recommend that you cancel your PayPal automatic payment.***

Please follow these steps in order to purchase or renew your parking contract:

Select the link: [Purchase a parking contract online through eTrakit](#)

- 1) Setup a **Public User** Account (Not Registered User) with the link at the top of the page. Follow the instructions provided.
- 2) Log In to your account
- 3) Under My Dashboard, select "**Apply for a New License**"
- 4) Select "Unreserved Parking Space License" as **Type**
- 5) Select the appropriate **Subtype** (Monthly Daytime, 6-mo 24-hr, etc.)
- 6) Enter the License Holder's name under "**Licensee Name**"
- 7) Indicate your need for an **access card** by clicking on the drop down arrow, then yes or no and entering 1 if you need a card or 0 if you already have a card.
- 8) Add vehicle information under **License Info**
- 9) On **Contract Acknowledged**: Click yes that you have read the contract on our website.
- 10) Select Next Step
- 11) Under License Address:
  - a. **SKIP** "Enter all or part of the address and press search"
  - b. Type your name under **Print Name As**
  - c. Enter your **email address**
  - d. Enter your **phone number**
  - e. Enter **fax** if applicable
  - f. Enter an **emergency contact number**
- 12) Under **Mailing Address**: Enter your current local address
- 13) **Owner Information**: Enter your permanent address, if applicable
- 14) **SKIP Licensee Information**
- 15) Select Next Step
- 16) Review all information for accuracy
- 17) Select Next Step
- 18) Verify fees and type of contract you are purchasing and add to shopping cart or pay now
- 19) Follow Instructions for payment processing
- 20) Bring a copy of your receipt and a photo ID to 511 University Dr. East, College Station, Texas 77840 to pick up your access card, if applicable.

### **Monthly License Holders:**

You will receive an email reminder approximately 10 days prior to your license expiration date to allow you to renew your license. Charges will be automatically added to your account. Monthly payments can be made by credit card through [eTrakit](#), click on "Pay Fees" under Licenses, by check or cash delivered in person at 511 University Dr. East, or check by mail to P. O. Box 9960, College Station, Texas 77842 Attn: NG Parking